



Salesian College: iPad Loss/Damage Report Form

Please complete the form below, giving as much detail as possible.

You must complete Part 1 and EITHER Part 2 OR Part 3. Please use black ink and capital letters.

Please sign and date the form at the bottom. Please note that there is a £50 insurance excess to pay when we make any claim for repair or replacement. This £50 excess will be added to your next College fees invoice.

Please return the form to Mr Rowe at Salesian College at the earliest opportunity.

PART 1: Details			
Student Name:		Form:	
Home Address:		Tel No.	
Nature of Incident (Please tick one)	<input type="radio"/> iPad Lost	<input type="radio"/> iPad Stolen	<input type="radio"/> iPad Damaged
Date of Incident			
Time of Incident			
Where did the incident occur			
Date of discovery of Incident			
Time of discovery of incident			
Date the iPad was last used			
Time the iPad was last used			

PART 2: If the iPad was stolen or lost:

Date when iPad was last seen		
Time when iPad was last seen		
Location where iPad was last seen		
Has the theft been reported to the police?	<input type="radio"/> Yes	<input type="radio"/> No
Date when reported to the Police		
Time when reported to the Police		
Crime reference number		
Address of Police Station		
Telephone Number of Police Contact		
Name of Investigating Officer		
Please provide full details of the circumstances leading up to the theft, e.g. <ul style="list-style-type: none">• where exactly was the iPad when it was stolen?• how did the theft occur?		
If item was stolen from a property or vehicle, how was access gained?		
Please give contact details of any witnesses		

Part 3: If the iPad was damaged:

Name of person responsible for damage

Address of person responsible for damage

Please give contact details of any witnesses

Please provide full details of the damage
e.g.

- What is the nature of the damage?
- How did the damage occur?

The iPad must be taken to the ICT Support Team at Salesian College for photographs to be taken

I confirm that the details given above represent an accurate account of the incident.

If the iPad has been damaged, I will take the iPad to the Salesian College ICT Support Team so that photographs of the damage can be taken

I understand that the £50 insurance excess will be added to my next College fees invoice.

Signed
(Parent)

Date

Signed
(Student)

Date

For ICT Support Use Only

Student Name	
iPad Model	
iPad Serial Number	
iPad Loan Reference	
Insurance Policy Reference	
Insurance Policy Start Date	
Albion Ticket Reference	